

CITY OF CARLSBAD
SUBMITTAL CHECKLIST
CERTIFICATE OF COMPLIANCE
CERTIFYING CONFORMANCE WITH THE SUBDIVISION MAP ACT

City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

PLEASE NOTE:

- To insure the timely processing of Certificate of Compliance in the City, those submitting Certificates of Compliance for City review should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Unless specifically marked "N/A" (not applicable) and initialed by the City Project Engineer, all items listed are required to be submitted.
- Please do not detach this checklist when attached to the check print package. This checklist is a part of review process.
- Should you have any questions, please contact the City Engineering Department, Development Services.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to file).
- ☐ 2. Completed and signed City Engineering Plancheck Application form (Distribution: copy to Planchecker, orig. to File).
- ☐ 3. Four (4) copies of letter from the Property Owner to the City Engineer requesting Certificate of Compliance (Distribution: Original Planchecker, 1 File, 1 Planning, ____ Other- specify)
- ☐ 4. Five (5) sets of typed Legal Description of each lot(s) on 8 1/2" X 11" sheets separate for each property (Distribution: 1 Planchecker, 1 File, 1 Planning, 1 Engineering Inspection, ____ Other-specify)
- ☐ 5. Five (5) sets of Plat(s) on standard 8 1/2" X 11" sheets showing boundary of parcel(s) (Distribution: 1 Planchecker, 1 File, 1 Planning, 1 Engineering Inspection, ____ Other-specify)
- ☐ 6. Copies of Vesting Deeds for each parcel or lot (Distribution: Planchecker____, File____)
- ☐ 7. Copies of Reference Maps (when applicable) (Distribution: Planchecker____, File____)
- ☐ 8. Two (2) sets of Preliminary Title Reports (issued within 6 months of application) separate for each parcel or lot (Distribution: Planchecker____, File____)
- ☐ 9. Processing fee (see current fee schedule).

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____

COMMENTS _____

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City Project No. _____ City Project Name _____

City Drawing No. _____ City Project Engineer _____

B. THE FOLLOWING ITEMS MUST BE INCLUDED IN EACH RESUBMITTAL:

Project Engineer/Planchecker will mark items not required with N/A.

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. Three (3) sets of corrected, typed Legal Description for each lot(s) on 8 1/2" X 11" sheets (Distribution: 2 Planchecker, 1 File).
- ☐ 4. Three (3) copies of Plat corrected as necessary (Distribution: 2 Planchecker, 1 File).
- ☐ 5. All previous checkprints of Plats, Legal Descriptions, Preliminary Title Report, Subdivision Guarantee, offsite easement documents, reference maps, documents and other department comments (Distribution: Planchecker).
- ☐ 6. Comments from other departments: Planning____, Other____.
- ☐ 7. **ADDITIONAL ITEMS/INFORMATION REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____

C. THE FOLLOWING ITEMS MUST BE SUBMITTED BEFORE CITY APPROVAL:

Project Engineer/Planchecker will mark items not required with N/A.

- ☐ 1. Transmittal letter from the Engineer or Surveyor of Work listing all the items being submitted (Distribution: Original to Planchecker, copy to File).
- ☐ 2. Copy of previous transmittal letter from the City and Planchecker's marked checklist (Distribution: Planchecker).
- ☐ 3. Three (3) copies of 8 1/2" X 11" Plat properly sealed and signed by the Engineer or Surveyor of Work (Distribution: 2 Planchecker, 1 File).
- ☐ 4. Three (3) sets of typewritten Legal Description corrected as necessary (1 original), wet sealed and signed by the Engineer or Surveyor of Work (Distribution: Original and 1 copy Planchecker, 1 copy File).
- ☐ 5. Two (2) copies of the Subdivision Guarantee dated with 10 days of submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 6. Two (2) copies of Preliminary Title Report dated within 10 days of submittal (Distribution: 1 Planchecker, 1 File).
- ☐ 7. All Previous checkprints of Plats, Legal Description, Preliminary Title Report, Subdivision Guarantee, Reference Maps, documents and other department comments (Distribution: Planchecker).
- ☐ 8. Proof of approval of improvement plans, grading and erosion control plans, offsite easements, required securities and agreements, and verification of payment of balance of fees (Distribution: Planchecker).
- ☐ 9. Approvals from other departments: Planning____, Traffic____, Parks____, Fire____, Water Op.____, Other____.
- ☐ 10. **ADDITIONAL ITEMS/INFORMATON REQUIRED:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____